

Marlborough Public Library Board of Trustees
Meeting Minutes

April 2, 2019
Bigelow Auditorium, Marlborough Public Library

Meeting called to order by Tom Abel at 7:04pm

Board Members Present: Tom Abel, William Brewin, Robyn Ripley, Karen Bento, Samantha Khosla, Rustin Kyle, Nena Bloomquist, Fred Haas, Janice Merk

Also Present: Margaret Cardello, Library Director

Documents Reviewed/Referenced:

1. Agenda
2. Minutes from the March 5, 2019 meeting
3. Trust Fund/State Aid reports for March
4. Director's Report

Proceedings:

1. **Minutes:** *A motion to approve the meeting minutes from the March 5, 2019 meeting was passed (Kyle/Khosla).*
2. **Trust Fund Reports:** *A motion to approve the Trust Fund Reports for March 2019 was passed (Khosla/Bloomquist).*
3. **Director's Report:** (see attached for more details)
 - Margaret provided the following updates on the library renovation project:
 - Responses to the City's Request for Service for the Owner's Project Manager (OPM) are due on Thursday, April 4. A site review was held on March 7 for interested parties to review the site and ask questions. Approximately 20 people attended.
 - Margaret has received a proposal from LLB Architects and she is reviewing it to ensure that, among other items, the City's timeline aligns with LLB's expectations.
 - The Library Building Committee met on Thursday, March 28 to review the Estimated Project Timeline. Tom Abel and Samantha Khosla are the Trustees' representatives on the committee.
 - A full slate of summer reading activities is planned by the staff. The Teen and Children's Librarians are working closely with the schools to share information, promote the program, and encourage teachers to update summer reading lists with newer titles available in our collection. A number of activities for adults are also being planned. *A motion to use the \$7500 donation from Digital Credit*

Union to offset summer reading programming costs was approved. (Haas/Ripley)

- The library will once again be working with Project Bread to offer lunches to needy children over the summer. Last year this was a very effective – and fun for children – way to provide nutritious meals to children who receive this benefit during the school year, while encouraging good reading habits.
- Margaret is planning to do more cross-training of children, teen and adult staff to build expertise in working at all service desks. This “whole library service approach” will improve customer service overall, and allow staff to be used more efficiently for a variety of tasks throughout the building.

Committee Reports:

- Marlborough Public Library Foundation:
 - Nena reported that the Foundation continues to work on personal outreach to local businesses and individuals. The group’s next meeting will be April 16 at 6:30 in the Walker Building conference room.

4. Old Business:

- Nena has received the scholarship scoring rubrics from each Trustee. She will calculate the scores and provide the final results to the Trustees shortly.

5. New Business:

- Michael Ossing and his family have generously donated \$35,000 to the Foundation and requested that the Children’s Programming Room in the new library be named in honor of their parents, Henry and Shirley Ossing. *In accordance with the new naming policy, a motion to accept this donation and naming request was approved. (Bloomquist/Bento).* Margaret will work directly with Mr. Ossing to finalize the required paperwork.

6. Adjournment: *A motion to adjourn passed at 7:57pm (Bloomquist/Kyle)*

Minutes submitted by Janice Merk.